

STATINTL

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9 SEP 1981

MEMORANDUM FOR: Chief, Classification Review Division  
Chief, Information and Privacy Division  
Chief, Records Management Division  
Chief, Regulations Control Division

DDA REGISTRY  
FILE: *Q4M*

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FROM:   
Acting Director of Information Services

SUBJECT: Non-Duty Hours Requests for Support

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1. Effective immediately, all key Office of Information Services (OIS) personnel should be alert to the following procedure: Any Agency component requiring the services of any OIS Division during non-duty hours will contact the Security Duty Officer (SDO) who will pass on the request to the Office of the DDA (O/DDA) Duty Officer.

2. OIS experience over the past year shows that, with the exception of limited requests for files from the Archives and Records Center, the Office of Information Services has had no request for services from any Agency component during non-duty hours. While this may continue to be the case in the future, we must be prepared for any such request. I do not believe it necessary to establish a formal OIS Duty Officer roster, but I am providing the attached list of key OIS officers to the DDA with the request that if any services are required, the O/DDA Duty Officer call the officers listed in descending order. The officer receiving the call will ensure that the request is complied with as expeditiously and completely as possible.

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3. There has been a procedure in existence for requesting non-duty hours service from the Agency Archives and Records Center (AARC) which will remain unchanged. To obtain non-duty hours service from the Center, a telephone call is made to the  and that office will alert the AARC Duty Officer to the request.

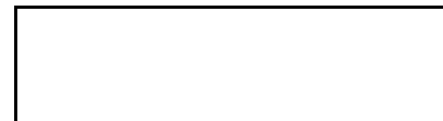
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4. Any unusual activity or request for support received directly by any officer during non-duty hours will be reported to the O/DDA Duty Officer, who can be contacted through the SDO on extension . The Executive Officer, OIS will be advised at the beginning of the next regular working

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WARNING NOTICE -  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED



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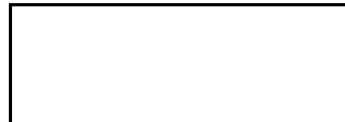
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25X1 day of any unusual activity or request for support received either directly or through the O/DDA Duty Officer. ☐

5. For your use, I have attached a list of all OIS personnel down to the branch/section level. Please ensure that any changes to the attached list are promptly reported to the Executive Officer, OIS. ☐

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Attachment:  
As stated

cc: EO/DDA  
Security Duty Officer  
Chief, A&RCB

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Next 2 Page(s) In Document Exempt